



ENROLLMENT AGREEMENT

PLEASE PRINT OR TYPE		<input type="checkbox"/> New Student	<input type="checkbox"/> Re-Entry Student
Applicant Legal Name _____			
(First)	(Middle)	(Last)	
Social Security # _____ - _____ - _____	Date of Birth _____ - _____ - _____	Fax: (_____) _____	
Home Telephone: (_____) _____ - _____	Work: (_____) _____ - _____	Cell: (_____) _____ - _____	
Address _____	City _____	State _____	Zip _____
E-Mail _____	Skype _____		
Website _____			

A. EDUCATIONAL SERVICE

Program Name: _____

Total Clock Hours: _____ Total Semester Credit Hours: _____ Approximate No. of Weeks / Semesters: _____

Enrollment Agreement Period - Start Date: _____ Completion Date: _____

Enrollment Agreement Period Program - Start Date: _____ Program Scheduled Completion Date: _____

Hours are from _____ to _____

On the following days of the week: Mon Tues Wed Thurs Fri Sat Sun OR Distance Education

B. ITEMIZATION & TOTAL TUITION FEES

Registration Fee	\$ _____	Non-Refundable
Student Tuition Recovery Fund Fee	\$ _____	Non-Refundable (\$.50 for every \$1,000 rounded to the nearest \$1,000)
Tuition	\$ _____	Prorated upon withdrawal. Refer to refund policy provision within this Agreement.

ESTIMATED DUE FOR THE ENTIRE PROGRAM \$ _____*

TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$ _____

CHARGES DUE UPON ENROLLMENT \$ _____

***YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU GET A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.**

Other Fees, as applicable-Campus Programs: Late payment fee \$25. Books estimated \$70-150. Book costs are not paid to School, books are the purchase responsibility of the student.

Other Fees, as applicable-Distance Education Programs: Late payment fee \$25, Returned check fee \$75, PayPal Fee 4%, Tuition payment failure \$200, Books estimated \$100-\$400, APA Style Test \$80, Transfer course fee (per course) \$400, Transcript copy \$25, Equivalency course fee (per course) \$400, Leave registered fee \$400, Reinstatement fee \$200, course continuation - for 3 or more credits outstanding – 15% of course fees paid, diploma copy \$25. Not all fees are paid to School, such as books that are the purchase responsibility of the student.

THE TERMS AND CONDITIONS OF THIS AGREEMENT ARE NOT SUBJECT TO AMENDMENT OR MODIFICATION BY ORAL AGREEMENT. I, THE UNDERSIGNED PURCHASER OF THE PROGRAM OF TRAINING, HAVE READ, UNDERSTAND AND AGREE TO THE TERMS AND CONDITIONS CONTAINED HEREIN AND WITH MY SIGNATURE I CERTIFY HAVING RECEIVED AN EXACT COPY OF THIS AGREEMENT, A COPY OF THE SCHOOL CATALOG AND SCHOOL PERFORMANCE FACT SHEET. I FURTHER ACKNOWLEDGE THAT NO VERBAL STATEMENTS HAVE BEEN MADE CONTRARY TO WHAT IS CONTAINED IN THIS AGREEMENT. THIS ENROLLMENT AGREEMENT IS A LEGALLY BINDING INSTRUMENT WHEN SIGNED BY THE STUDENT AND ACCEPTED BY THE SCHOOL.

I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution's cancellation and refund policies have been clearly explained to me.

Signature of Student Date

Signature of Student's Parent or Guardian (if student is under age 18) Date

Signature and Title of School Official Accepting Enrollment Date

C. PAYMENT

STUDENT AGREES TO PAY SPECIFIED FEES AS FOLLOWING:

- | | | |
|---------------------------------------|----------|--------------------------|
| <input type="checkbox"/> Cash | \$ _____ | |
| <input type="checkbox"/> PayPal | \$ _____ | |
| <input type="checkbox"/> Sponsor | \$ _____ | Sponsor Name: _____ |
| <input type="checkbox"/> Check | \$ _____ | Check Number: _____ |
| <input type="checkbox"/> Student Loan | \$ _____ | |
| <input type="checkbox"/> Corporate | \$ _____ | Corporate Name: _____ |
| BALANCE DUE | \$ _____ | Payment Agreement: _____ |

D. REFUND POLICY

CAMPUS PROGRAMS

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days or hours in the current payment period in your program through the last day of attendance.

Cancellation of this agreement can occur up to: _____
Date

2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Academy of Intuition Medicine® & Energy Medicine University, PO Box 1921, Mill Valley, California 94942. This can be done by mail or by hand delivery. Alternatively, cancellation notice may be sent by email to registrar@EnergyMedicineUniversity.org and effective the date of receipt to the Registrar's email box.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days or hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 days.
- Failure to return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 days.

For programs beyond the current "payment period," if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

DISTANCE EDUCATION PROGRAMS

STUDENT'S RIGHT TO CANCEL

The program in which you are enrolling is distance education-not offered in real time. The institution will transmit the first lesson and materials to you within seven days after the execution of this enrollment agreement.

You have the right to cancel this enrollment agreement and receive a full refund, less the application fee of \$250.00 at any time prior to receiving the first lesson and materials. The first lesson and materials will be transmitted to you by _____
Date

Cancellation is effective on the date the written notice of cancellation is sent to the institution at Academy of Intuition Medicine® & Energy Medicine University, PO Box 1921, Mill Valley, California 94942 or Registrar@EnergyMedicineUniversity.org. Refunds will

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be paid within 45 days of cancellation unless the cancellation occurs after the institution has mailed the first lesson and materials, but prior to your receipt of those documents, in such cases the institution shall make the refund within 45 days after your return of the materials.

This Institution shall transmit all of the lessons and other materials to the student if the student (a) has fully paid for the educational program; and (b) after having received the first lesson and initial materials, requests in writing that all of the material be sent. If the Institution transmits the balance of the material as the student requests, the Institution shall remain obligated to provide the other educational services it agreed to provide, such as responses to student inquiries, student and faculty interaction, and evaluation and comment on lessons submitted by the student, but shall not be obligated to pay any refund after all of the lessons are material are transmitted.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for books and materials not returned in good condition, within 45 days of withdrawal.

For the purpose of determining the amount of the refund, the date of the student’s withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. For distance education students scheduled days is based on a five day week, which does not include Saturday or Sunday, or any defined holiday as enumerated in Section 6700 of the California Government Code (specific holidays published in the catalog).

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

UNDERSTANDINGS

INITIAL

- 1. **Catalog:** Information about Academy of Intuition Medicine® & Energy Medicine University is published in a school catalog that contains a description of certain policies, procedures, and other information about the school. Academy of Intuition Medicine® & Energy Medicine University reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format. Students are expected to read and be familiar with the information contained in the school catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in Academy of Intuition Medicine® & Energy Medicine University, the Student agrees to abide by the terms stated in the catalog and all school policies.
- 2. **Location of Instruction:** Campus Programs - 2400 Bridgeway Boulevard, Suite 290, Sausalito, CA 94965. Distance Education Programs - coursework is completed at a location determined by the student.
- 3. **Certificate:** I understand that I will be awarded a degree or certificate when I have completed all of the program requirements. A graduate must have passed each course and have satisfied all financial obligations.
- 4. **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at Academy of Intuition Medicine® & Energy Medicine University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in _____ program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Academy of Intuition Medicine® & Energy Medicine University to determine if your credits, degree or certificate will transfer.
- 5. **Career Services:** The Academy of Intuition Medicine® & Energy Medicine University does not provide employment assistance and cannot guarantee employment or salary.
- 6. **Questions:** Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
- 7. **Complaints:** A student or any member of the public may file a complaint about this institution with Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau’s Internet Web site, www.bppe.ca.gov.

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8. **Financing:** The Student understands that if a separate party is financing his/her education, that the Student, and the Student alone, is directly responsible for all payments and monies owed to the school listed on this agreement.

9. **Distance Education Equipment Requirements:** Students will need basic computer and technical skills to participate in the distance education program. Each student will also need adequate hardware and software to participate in a online courses, including but not limited to, a computer with current web browser and internet connection; email address with ability to send and receive documents; ability to read and produce documents in Microsoft Office Word, Excel, and PowerPoint. Ability to download and read PDF documents; ability to play audio and video clips; ability to talk via phone or Skype.

10. **Loan:** If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

- a. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- b. The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

11. **Student Tuition Recovery Fund:** You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program, attending certain schools regulated by the Bureau for Private Postsecondary Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other cost.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

NOTICE

YOU MAY ASSERT AGAINST THE HOLDER OF THE PROMISSORY NOTE YOU SIGNED IN ORDER TO FINANCE THE COST OF INSTRUCTION ALL OF THE CLAIMS AND DEFENSES THAT YOU COULD ASSERT AGAINST THIS SCHOOL, UP TO THE AMOUNT YOU HAVE ALREADY PAID UNDER THE PROMISSORY NOTE.

Initial

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a School Performance Fact Sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, prior to signing this agreement.

I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

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